



DEPARTMENT OF THE ARMY
US ARMY MEDICAL RESEARCH AND MATERIEL COMMAND
504 SCOTT STREET
FORT DETRICK, MARYLAND 21702-5012

REPLY TO
ATTENTION OF:

**Medical Research Information Technology System (MeRITS)
Program Management Office**

Charter

1. Name of Office: US Army Medical Research and Materiel Command (USAMRMC) Medical Research Information Technology System (MeRITS) Project Management Office (PMO)

2. Establishment:

a. This charter establishes the MeRITS PMO within the USAMRMC as a permanent office located at Fort Detrick, Maryland, effective 19 November 2001. The MeRITS PMO is a USAMRMC corporate level office tasked with requirements validation, development, procurement, validation, fielding, maintaining, supporting, and upgrading of applicable information systems.

b. The creation of this Program Office reflects the USAMRMC Commander's direction to ensure the MeRITS project is effectively managed and that system requirements are appropriately defined and prioritized, based on users' needs, and justified by an appropriate cost-benefit analysis. This office will also continually assess opportunities for improvement in the MeRITS, including user feedback and changes in technology, and implement those improvements.

c. This charter describes the mission, responsibilities, lines of authority, composition, and procedural methodology by which the MeRITS PMO will plan and execute its responsibilities.

3. Mission:

The mission of the MeRITS PMO is to:

a. Identify users' needs for electronic data capture, storage, sharing, searching, analysis, reporting, monitoring, and submission.

b. Identify research information support systems and services that meet the users' needs and foster improvements in the planning and conduct of medical research and development activities leading to the highest quality U.S. FDA regulatory submissions and improved data flow between USAMRMC organizations, commercial partners, and the FDA.

c. Provide recommendations to the Commander, USAMRMC, on the prioritization, acquisition, implementation, and management of the system.

d. Serve as an advocate to improve business practices as applicable to automation of the Command's product development mission.

e. Execute the MeRITS project to ensure successful and coherent planning, deployment, integration, sustainment, and life cycle management to USAMRMC's greatest functional and financial benefits.

4. PMO Core Responsibilities: The MeRITS PMO shall:

a. Conduct functional analysis of business practices and commercial market surveys to develop an appropriate acquisition strategy.

b. Execute program and acquisition management responsibilities to plan, organize, direct and control the proliferation and life cycle management of the MeRITS.

c. Develop and sustain a business practices plan for MeRITS with applicable laboratory, headquarters, industry, and FDA consultants.

d. Build and manage the budget for development, integration, implementation, maintenance, and upgrade of the system(s).

e. Manage pre-deployment, implementation, acceptance testing activities at sites.

f. Manage configuration control and ensure successful integration and interoperability of MeRITS by building integrated product team partnerships with applicable USAMRMC organizations.

g. Ensure MeRITS is compatible with information technology infrastructure within the command and attain any necessary upgrades to fully and adequately implement system(s).

5. Direction and Control: Works for the Commander, USAMRMC, who acts as the Milestone Decision Authority (MDA). The Program Manager will solicit advice and support from the appropriate points of contact (Commanders and Integrated Product Team members) within functional and technical organizations.

a. Representatives from other organizations not mentioned within this charter may be invited to participate as needed.

b. The make up of representatives from other organizations and matrixed members of the MeRITS PMO should be individuals capable of addressing substantive issues and providing recommendations to principals for action.

6. Authority: The MeRITS PMO is established at the direction of the Commander, USAMRMC.

7. Administrative Support and Staff Arrangements: HQs, USAMRMC, Acquisition Management Division, is responsible for providing administrative support and resources.

8. Composition: The composition of the MeRITS PMO is as follows:

a. Core:

(1) Program Manager – Program, direct, coordinate, and integrate the assigned mission areas into a coherent, accountable, and responsive program management and acquisition office.

(2) Clinical Research Functional Representative – Understand clinical research business practices, identify user requirements, and assist in the design/selection of information systems to support these functions.

(3) Information Management Specialist – Responsible for interfacing multiple IM/IT functions to include database management, Local Area Network/Wide Area Network (LAN/WAN) communications, security, etc., for project management, testing support, and implementation at appropriate sites.

(4) Management Analyst/Administrator (Budget) – Provide organizational management support to the MeRITS PMO, manage internal operating budget, assist in the development of cost-benefit analysis.

b. Matrixed Support:

(1) Functional research, development, and quality control personnel. (HQ USAMRMC, WRAIR, USAMRIID, USAMMDA, TATRC, RCQ) – Assist in defining the functional business practices and assist in the implementation of MeRITS at each representative site.

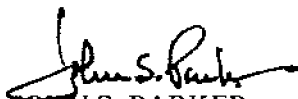
(2) IM Technologists. (USAMISSA) - Assist in the overall interfacing of new systems onto the current USAMRMC information infrastructure. Advise PMO on additional needed infrastructure and upgrades.

(3) Commercial/Government Entities – Leverage commercial expertise by using pharmaceutical and biotechnology companies, data management contract research organizations, industry and regulatory consultants, and potential product vendors to compare capabilities, identify their core business integration issues and lessons learned, and share their experience with their financial investments.

9. Miscellaneous Authorities: DoD 5000 series; 21 CFR

10. Correspondence: Correspondence to the MeRITS PMO should be addressed to Headquarters, US Army Medical Research and Materiel Command, Office of the Deputy for Acquisition and Advanced Development, (COL Ralf Brueckner), Fort Detrick, MD 21702.

11. Date Charter Filed: 19 Nov 01



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Commanding